

STATE OF MISSOURI



Information Technology Advisory Board

January 26, 2006 Meeting Minutes

Attendees:

Gary Lyndaker, ITAB Chair, CIO ITSD/DMH

Dan Ross, CIO ITSD

Adams, Steve – ITSD/DSS	Hegstad, Don – ISG Tech	Lueckenhoff, Larry – ITSD/MSHP	Probst, AJ – Adjutant General
Atchison, BJ – ITSD/DED	Helm, Russell – CMSV	Marey, Carol – CA	Quick, Kathy – BHA/Dell, Inc.
Becker, Eric – Symantec	Hodge, Gina – ITSD/DHE	Medley, Carl – SOS	Renick, Cindy – SAO
Bisges, Roger – ITSD/OA	James, Diana – ITSD/DESE	Meinhardt, Bob – DED	Roark, Bob – Ciber
Borgstede, Bob – Ciber	Jenkins, Ruthie – EBE	Mihalevich, Rick – Linn State	Roehl, Terry – OA/Personnel
Buechter, Augie – DSS	Jenkins, Tyler – ITSD/DSS	Miller, Mike – MODOT	Roggero, Jim – OSCA
Craig, Todd – PSC	Jobe, Elena – ITSD/DNR	Moeller, Daniel – STO	Schilling, Randy – Quilogy
Davis, Rob – ITSD-DOLR	Jones, Molly – WWT	Moore, Rich – DMH	Stokes, Tom – ITSD/OA
Dwyer, Tim – DOI	Koelling, Bobbie Sue – DESE	Morrow, David – DED	Thomas, Ron – ITSD/OA
Eggen, Gary – OA/PMM	Koenig, Joe – DHSS	Morrow, Lynn – IBI	Thornsberry, Terry ISG
Falter, Jeff – ITSD/SEMA	Krause, Guy – OA/HA	Myers, Bob – Tier	Wankum, Mike – Lottery
Grecian, Jan – ITSD/OA	LaFebvre, Brad – Quilogy	Myers, Tim – Quilogy	Werdehausen, Irene – Ultreya
Grellner, Jennifer – ITSD/DESE	Lanclos, Ryan – ITSD/MDA	Odneal, Mitch – OA	Willet, Scott – ITSD/DHSS
Gronauer, Cliff – MSHP	Lloyd, Don – ITSD/DOC	Peterson, Rex – MOREnet	Wright, Paul – DESE
Gross, Randy – Ciber	Luebbert, Mary – ITSD	Porter, R.D. – ITSD/OA	Young, Doug – MDC

Gary Lyndaker called the meeting to order at 8:32 a.m.

ANNOUNCEMENTS

1. Dan Ross presented Jim Roggero and Wendy Kraus (not present) with appreciation plaques. He thanked Jim Roggero for his leadership, and both Jim and Wendy for their wonderful service and all their work with the ITAB over the past year.
2. Dan welcomed Gary Lyndaker to the ITAB as the new Chair for the year of 2006.
3. Gary announced to the ITAB that he wished to acknowledge and express great appreciation to both Bob Meinhardt and Roger Bisges who are leaving ITAB and retiring after many years of service with the State of Missouri.

PRESENTATIONS/DISCUSSION ITEMS

Certificates for Project Management Certification were awarded to the following individuals: BJ Atchison, DED; Sandra Coke, DOC; Virginia Rowe-Pearson, DED; Doris Fischer, DPS/MSHP; James Long, MODOT; Pam Bax, DNR; Toni Kueffer, DOI; Susan York, MODOT; Rich Moore, DMH; Scott Schulte, DOC; Drew Rivera, DOLIR; Pam Ferguson, (not present) DPS/MSHP; Hope Copas, DPS/MSHP; Matt Hodgen, DPS/MSHP.

Pam Bax was commended for achieving a perfect score of 100%. Dan Ross personally commended and congratulated all those receiving certification and encouraged them to use the skills acquired for the betterment of the agencies that employ them.

ACTION ITEMS

1. ITAB November 16, 2005 meeting minutes were presented for approval. A motion was made, seconded, and the minutes were approved.

GENERAL BUSINESS

1. CIO Discussion (Dan Ross)

- a. **Budget** - The Budget Hearings began Tuesday, January 24, 2006. ITSD has a unique message to deliver this year in that the agency has saved money, avoided costs, and has actually reduced the size of IT in the State. It has also taken a \$3.5 million/30 position cut. Dan's message to the legislators will be that current funds are critical to allow ITSD to move forward and ensure that Missouri remains competitive.
- b. **Health Care Technology Fund** - In the State of the State Speech, Governor Blunt set aside \$25 million in general revenue for health care technology fund. A committee is being formed to assist in making decisions on how the money can be best utilized to advance Missouri in that area. At this point, this is one year funding and is not available for re-appropriation. The committee will need to move quickly to determine what can be done with this specific appropriation. The chair of the committee was named as Julie Eckstein from DHSS. Dan will be a committee member.

- c. **Converged Network** - Progress is underway with the request for bid for the converged network. The option is available to use the MODOT fiber if desired, or for each vendor to use their own infrastructure.
 - d. **Push to Talk Radio** - Efforts continue with the Highway Patrol on the Push to Talk Radio business. Approval was received to mix public and private dollars to devise an operable radio system for the State. Ameran UE and other utilities have approached the State indicating that they would like to partner and share resources, power space, equipment, etc.
 - e. **Continuous Education** - Dan noted a need to monitor continuous education courses/accomplishments to ensure that opportunities are available and that courses taken are recorded. Everyone is encouraged to share suggestions/ideas about how this could be handled most efficiently.
 - f. **ITSD Q & A Sessions** - Dan and Bill Bott recently visited DMH to speak to IT staff to explain and answer questions regarding the new structure for ITSD. Dan & Bill will be traveling to meet with staff and address these types of issues with other agencies.
 - g. **Active Directories** - Dan announced that active directory conversion is going well, noted that the team has done a superb job, and extended his thanks to them.
 - h. **Instant Messaging** - Recently, there was notification of a malicious Trojan-type virus spread by instant messaging. A policy against the use of instant messaging has been implemented.
 - g. **App-Scan** - A program called App-Scan is used for vulnerability checks against web applications. The State purchased 16 licenses for this program. Training is scheduled for February 22 & 23. This 3-year contract includes all maintenance. CIO's who received information regarding App-Scan, need to supply Ron Thomas with the name of the person who will attend training for their agency. There will be one extra license. If anyone outside IT consolidation has an interest, please contact Ron.
 - h. **Web Content Filtering** - Dan recognized the Web Content Filtering Team led by BJ Atchison with DED. BJ advised that a letter will go out soon to all agencies indicating the product chosen. The Web Content Filtering Team can provide technical assistance in deploying the product. The product is non-invasive, easy to deploy, and can be centrally deployed, or deployed locally at the agencies. It is purchased by the State, and offered free of charge to consolidated and non-consolidated agencies. The product comes with a 30-day trial period. The Department of Labor and Department of Mental Health have already installed and implemented the product at their agencies. BJ encouraged anyone interested in the product to contact him at 751-0435.
 - i. **Ed Center Classes Report** - Roger Bisges spoke briefly regarding the Ed Center Classes handout which was emailed to the ITAB group on Tuesday, January 24th. Roger reported it is more cost efficient to pay \$899 for Microsoft Desktop training to a Vendor if there are 11 or more students. For 10 or fewer students, it is more cost effective to attend the OA Education Center training at \$90 per student.
 - j. **IT Staff Classification Business** - Dan stated that one of the issues of consolidating is bringing people together who come from different funding streams, some of which were previously part of merit system, while some were not. He noted that staff who were not part of the merit system prior to the consolidation, will adopt merit system titling. The Division of Personnel, OA will work with everyone on classifications (i.e. establishing classes, revising current classes, etc.). Bruce Springer, with DOP/OA, expressed a willingness to work with IT to ensure a successful transition. He indicated an interest in working with an IT Team who could assist them with this challenge. He encouraged emails or phone calls to himself or Guy Kraus to relay information/ideas. Gary Lyndaker agreed to speak with Chris Wilkerson to request coordination of the Personnel Committee with Personnel in OA regarding IT classification business.
 - k. ***ITAB Security Sub-Committee** - RD Porter addressed the floor to share the news that the ITAB Security Sub-Committee has put together a Certified Information Security Systems class. Due to the great deal of interest in this class (with a total enrollment of 30) there was a need to organize 2 classes. Lora Mellies, with OSCA, is a Certified Information System Security Specialist. She is mentoring the program. The program itself was paid for by Homeland Security funds. It is a very intense security program, focusing on 10 major security fields.
 - l. **Strategic Plan** - Dan noted that the strategic plan is now on the ITSD website. Anyone interested in the expanded version, which contains the quarterly measures, can send an email to Dan to request one.
2. **ITAB Chair Items (Gary Lyndaker, ITSD-DMH, CIO)**
- a. Gary noted 3 things he would like to do over the next couple of months.
 - Review the ITAB charter in relation to consolidation efforts. Gary will ask the executive committee (Jim Roggero, Paul Wright, Dan Ross & himself) to review and submit ideas and recommendations to the ITAB group.
 - Review and update the various committees (sub-committees) associated with ITAB, as well as review the relationship of the various committees to ITAB.
 - Review the ITAB web site to ensure that out of date information is updated, and that information is accessible.
 - b. Gary gave the floor an opportunity to make any suggestions for priority subjects they felt required attention/review by ITAB over the next year. No suggestions were made.

1. **Architecture Review Committee (Bob Meinhardt/Ron Thomas)** – No report. Bob thanked the ARC Committee members for their support over the years. Due to Bob's retirement, Ron Thomas volunteered to lead the ARC committee. Gary noted that due to the fact that Ron is not a CIO, and in the past, a sub-committee chair has always been a CIO, he would like to ask for volunteers for a co-chair position with Ron.
2. **Customer Relations Management Committee (David Crain)** - Gary announced that David has moved onto to another career endeavor. Some of the CRM committee's tasks have been committed to the Project Management Standing committee, while some will be passed on to the Application Domain in the Architecture Committee.
3. **Digital Media Developers Committee (Kevin Lanahan/Bobbie Koelling)** - No report.
4. **MOTEC Update (Jeff Falter/Laura Mertens)** - No verbal report. (Note: Materials were distributed to the ITAB group via email on Monday, January 23, 2006.)
5. **Personnel Committee (Chris Wilkerson)** - No report.
6. **Project Management Standing Committee (Paul Wright/Tom Stokes)** – Gary announced that Paul has indicated he would like to step down from the leadership of this committee in a few months. Gary stated he believes the committee would be best suited if another CIO representative volunteered to join the committee and would consider moving into a chair or co-chair role. Paul reported the most significant items the committee has recently taken on have been:
 - Efforts dealing with administration of the Project Management recertification piece which will be coming up at the end of the calendar year
 - Efforts involving the creation of a 15-30 minute overview presentation to share with agencies managements regarding the activities associated with project management. Plans are currently underway to schedule various overview sessions.
7. **Missouri Network Management Steering Committee (Scott Willet)** - Scott reported that the committee met and discussed numerous issues including the converged network and fiber initiatives. Voice over IP, and VPN connections were a few additional items discussed. In addition, Scott announced plans to review the charter, due to the fact that it was set up prior to the consolidation.
8. **User Group Coordination (Jeff Falter/Debbie Tedeschi)** – No report.
9. **Security Committee (RD Porter)** – Gary announced that RD Porter has accepted leadership as the new chair of the Security Committee. *See Page 2, GENERAL BUSINESS, 1. CIO Discussion, k., for RD's report.
10. **IT Expenditures Committee** - Gary informed the group that Chris Wilkerson has led this group for the past year. The committee deals with IT cost allocation/IT accounting issues. He stated he did not believe there was any recent activity with the group.

COLLABORATIVE EFFORTS

1. **Internet/MOREnet Update (Chip Byers)** – No verbal report. (Note: Report materials were distributed to the ITAB group via email on Monday, January 23, 2006.)
2. **Statewide Purchasing Update (Gary Eggen/Karen Boeger)** - Reports were distributed via email to the ITAB group earlier in the month. The printer schedule was published January 1. The PC schedule became effective February 1. These schedules are for a term of 3 months each. Gary announced a need for computer racks at 1738 E. Elm Street for the DSS move (contact Steve Adams, 751-4435).
3. **Technology Services Update (Gail Wekenborg)** – No report.
4. **MO GIS Advisory Council/GIO Update (Jeff Falter/Ryan Lanclos)** - Ryan recently had the opportunity to meet with the Governor's Homeland Security Advisory Council (HSAC). The HSAC voted to make the Missouri GIS Advisory Council (MGISAC) a working group. Efforts have been underway with:
 - GIS call list for the State of Missouri Emergency Operations Center so that SEOC can be staffed with GIS during an event.
 - Working with the Missouri Information Analysis Center (MIAC) to see how GIS can be integrated for their use.
 - Geo Coding survey was sent to State agencies. Ryan requested all agencies return the survey in a timely manner.
 - Website for Geographic Information Officer is in development. Agencies have been asked to submit to the project gallery. The project gallery will be highlighting what agencies are doing with geospatial technologies and help to identify commonalities and partnership opportunities.

OPEN DISCUSSION

1. **Current/Planned Bids** – Consideration is being given to building a team of individuals from different agencies to review and update the old RFP for credit card/electronic payment services.
2. **Purchase of Technology** - Dan noted that as we move through the consolidation, the purchase of technology from the prime vendor contract or other contracts, needs to be run through ITSD. To that end, Dan publicly announced that World Wide Technology was asked for the balance of this contract period, to report to ITSD, any procurement of \$5,000 or greater.
3. **Welcome** – Dan extended a welcome to the new CIO of the STO, Daniel Moeller.
4. **Introduction** – Gary introduced Angie Fisher, with ITSD/DMH, who will provide support for the ITAB group for the 2006 year.

REVIEW OF ACTION ITEMS

1. Gary Lyndaker will contact Chris Wilkerson in regard to setting up coordination of the Personnel Committee with Personnel in OA regarding the IT classification business.

NEXT MEETING

The next ITAB meeting is scheduled for **Wednesday, March 29, 2006, at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

GL/af